

Standard Operating Procedure (SOP): End-of-shift Cleaning, Maintenance, and Waste Disposal Process

This SOP details the **end-of-shift cleaning, maintenance, and waste disposal process** to ensure a safe, clean, and efficient working environment. It covers the systematic cleaning of workstations and equipment, routine maintenance checks, proper handling and disposal of waste materials, and adherence to environmental and safety regulations. The objective is to maintain operational hygiene, prevent equipment malfunctions, and minimize environmental impact by implementing standardized end-of-shift procedures.

1. Scope

This SOP applies to all staff responsible for facility cleaning, equipment maintenance, and waste disposal at the end of each operational shift.

2. Responsibilities

- **All Employees:** Clean personal workstations, report equipment faults, and dispose of waste correctly.
- **Shift Supervisor:** Oversee entire process, verify checklist completion, report major issues, ensure compliance.
- **Maintenance Staff:** Address maintenance items, perform checks, and document irregularities.
- **Cleaning Team:** Execute thorough cleaning as per schedule and checklist.

3. Procedure

1. **Preparation**
 - Obtain PPE (gloves, masks, etc.), approved cleaning supplies, and waste bins/bags.
 - Review area-specific cleaning and maintenance checklist.
2. **Workstation & Equipment Cleaning**
 - Switch off and unplug electrical equipment (where applicable).
 - Wipe down surfaces (tables, machines, tools) with appropriate disinfectant.
 - Sanitize high-touch areas (handles, switches, etc.).
 - Return equipment/tools to storage after cleaning.
3. **Routine Maintenance**
 - Visually inspect all equipment for signs of malfunction, leakage, or wear.
 - Check consumables (filters, fluids, belts) and replenish/replace as needed.
 - Report issues to supervisor and tag faulty equipment for repair.
 - Document preventive maintenance tasks completed.
4. **Waste Handling and Disposal**
 - Segregate waste by type: general, recyclable, hazardous.
 - Seal waste bags securely and label hazardous materials as required.
 - Transport waste to designated on-site collection points.
 - Sanitize waste bins post-disposal.
5. **Final Area Inspection**
 - Conduct a walk-through to verify cleanliness and maintenance completion.
 - Sign off checklist and report any unaddressed concerns to supervisor.

4. Compliance & Safety

- Follow all company and regulatory safety guidelines (including PPE usage).
- Handle hazardous substances according to MSDS and legislative requirements.
- Immediately report spills, injuries, or unsafe conditions.

5. Documentation

Document	Responsible	Frequency
End-of-shift Cleaning Checklist	All staff	Daily/After Each Shift
Maintenance Log	Maintenance Staff	As needed
Waste Disposal Register	Cleaning Team	Daily/After Each Shift

6. Revision & Approval

- This SOP is to be reviewed annually or following significant operational changes.
- Updates require approval by the Facility Manager and Safety Officer.